**FINAL LABOR STANDARDS COMPLIANCE REPORT (7-P)**

*(Must be submitted prior to or with the Final CDBG Payment Request)*

|  |  |
| --- | --- |
| 1. GRANTEE/UGLG NAME:
 |  |
| 1. DEHCR GRANT AGREEMENT #:
 |  |
| 1. Project Name:
 |   |
| 1. Project Location:
 |   |
| 1. Prime Contractor:
 |   |
| 1. Sub-Contractor(s):
 |   |
| 1. Bid Opening Date:
 |   | 1. Contract Award Date:
 |   |
| 1. Contractor’s Construction Start Date:
 |   | 1. Contractor’s Construction Completion Date:
 |   |
| 1. Pre-Construction Meeting Date & Location:
 |   |
| 1. Was the HUD 4010 form (Labor Standards Provisions) included in the Bid Specifications?

If “No,” then briefly describe the corrective action(s) taken to address the error:  | [ ]  Yes [ ]  No |
| 1. Was/were the Applicable Wage Decision(s) included in the Bid Specifications?

If “No”, then briefly describe corrective action(s) taken to address the error:  | [ ]  Yes [ ]  No |
| 1. Wage Decisions(s): *[Example: WI20240011 Mod. 1]*
 |
| a) WI  | b) WI  | c) WI  | d) WI  |
| 1. # of Employee Interviews Completed:
 |   | 1. # of Trades Interviewed:
 |   |
| 1. Briefly describe any Labor Standards complaints and resolutions:

  |
| 1. Amount of Funds Retained:
 | $  |

1. **CONTRACTOR(S) WITH UNDERPAYMENTS ON THIS CONTRACT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor CompanyName | Amount of Straight-Time WageUnderpayments | Number of Employees | Amount of OvertimeUnderpayments | Number ofEmployees | LiquidatedDamages |
| 1.
 | $ |   |   | $ |   |   | $ |   |
| 1.
 | $ |   |   | $ |   |   | $ |   |
| 1.
 | $ |   |   | $ |   |   | $ |   |
| 1.
 | $ |   |   | $ |   |   | $ |   |

|  |
| --- |
| 1. What comments and/or recommendations do you have regarding the underpayment violations?

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1. **LABOR STANDARDS OFFICER CERTIFICATION:**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL LABORERS AND MECHANICS EMPLOYED ON THIS CONSTRUCTION CONTRACT WERE PAID IN ACCORDANCE WITH THE LABOR PROVISIONS, EXCEPT AS NOTED. THERE ARE NO OUTSTANDING OR UNRESOLVED LABOR STANDARDS PAYMENTS, COMPLAINTS OR DISPUTES.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |   | Signature Date: |   |  |
| [ ]  Check here if this is an electronic signature via email and then attach signature email to this report *(refer to form instructions)*. |
| Typed/Printed Name:  |   | Title: |   |

**FINAL LABOR STANDARDS COMPLIANCE REPORT**

**INSTRUCTIONS**

COMPLETE THE *FINAL LABOR STANDARDS COMPLIANCE REPORT* FORM FOLLOWING THE GUIDANCE BELOW FOR EACH NUMBERED ENTRY FIELD, AND SUBMIT IT VIA EMAIL TO THE ASSIGNED DEHCR PROJECT REPRESENTATIVE WITH OR PRIOR TO THE SUBMISSION OF THE *PROJECT COMPLETION REPORT*.

1. **GRANTEE/UGLG NAME:** Type in the name of the Grantee (Unit of General Local Government [UGLG]) that received the grant award for the project (e.g., Village of Yourtown).
2. **DEHCR GRANT AGREEMENT #:** Type in the CDBG grant agreement number for the awarded project (e.g., CDBG-PF 23-99).
3. **Project Name:** Type in the project name, which should be a short phrase (e.g., N. Main Street Infrastructure Improvements Project)
4. **Project Location:** Type in the project location, including the street(s) name(s) and municipality(ies); and include a specific address if all work was completed at one location (e.g., N. Main Street, Yourtown, WI; or 123 Main Street, Yourtown, WI).
5. **Prime Contractor:** Type in the name of the prime contractor for which this form is being completed. A separate *Final* *Labor Standards Compliance Report* must be completed for each Prime Contractor that works on the project.
6. **Sub-Contractor(s):** Type in the name(s) of any subcontractor(s) (all tiers, including subcontractors, subcontractors of subcontractors, etc.) that worked on the project under the prime contractor named in entry #5 (i.e., through a subcontract they had with the prime contractor or with a subcontractor of the prime contractor).
7. **Bid Opening Date:** Type in the bid opening date in short-date format (e.g., 01/31/2024).
8. **Contract Award Date:** Type in the contract award date in short-date format (e.g., 2/15/2024), which is the date when the municipality (or subrecipient, if applicable) formally approved awarding the construction contract to the prime contractor named in entry #5.
9. **Contractor’s Construction Start Date:** Type in the construction start date for the prime contract, which is the first date either the prime contractor or any of its subcontractors (all tiers) started construction work on the project.
10. **Contractor’s Construction Completion Date:** Type in the construction completion date for the prime contract, which is the final date when the prime contractor and all of its subcontractors (all tiers) completed all construction work on the project.
11. **Pre-Construction Meeting Date & Location:** Type in the pre-construction meeting date in short-date format (e.g., 3/1/2024) and the location (e.g., Yourtown Village Hall, 111 First Avenue, Yourtown, WI 55555). If multiple pre-construction meetings were held, only the first pre-construction meeting held needs to be listed.
12. **HUD 4010 (Labor Standards Provisions Inclusion in Bid Specifications:** Check the “Yes” or “No” box. If the *HUD 4010* form/insertion was not included in the bid specifications, as required, type in a brief summary of corrective action(s) taken to address the non-compliance error.
13. **Wage Decision(s) Included in Bid Specifications:** Check the “Yes” or “No” box. If the applicable wage decision(s) was/were not included in the bid specifications, as required, type in a brief summary of corrective action(s) taken to address the non-compliance error.
14. **Wage Decision(s):** Type in the wage decision(s) in the “Example” format shown (e.g., WI20240011, Mod. 1) that was/were used for the project by the prime contractor named in entry #5 and their subcontractor(s).
15. **# of Employee Interviews Completed:** Type in the total number of interviews that were conducted of employees of the prime contractor named in entry #5 and their subcontractor(s) as part of the federal labor standards/payroll compliance monitoring during the project.
16. **# of Trades Interviewed:** Type in the total number of different trades for which interviews were conducted, based on the job classifications of those employees of the prime contractor named in entry #5 and their subcontractor(s) interviewed as part of the federal labor standards/payroll compliance monitoring during the project.
17. **Labor Standards Complaints & Resolutions:** Type in a brief description of any formal complaints filed with state or federal regulating agencies (i.e., complaints formally filed with the U.S. Department of Labor (USDOL), U.S. Department of Housing and Urban Development (HUD), Wisconsin Department of Workforce Development (DWD), etc.); and the resolution(s), as applicable. If no formal complaints were filed, then enter “None.”
18. **Amount of Funds Retained:** Type in the amount of funds retained from the prime contractor named in entry #5, if applicable, for liquidated damages, non-fulfillment of contract, etc. If no funds have been retained, then enter $0.00. Note that all construction work for the CDBG funded project must be completed by the end of the construction period specified in the *CDBG Grant Agreement*, and all construction work must be invoiced by the end of the performance period (when the final CDBG payment request is due) specified in the *CDBG Grant Agreement*.
19. **Contractor(s) Underpayments on this Contract:** Type in the wage rate underpayments information for the prime contractor and any subcontractor(s) (all tiers) that had wage rate underpayment violations during the project, if applicable. If no wage rate underpayment violations occurred, then enter “None” in the first cell of entry #19(a) and then go to entry #20.

If the prime contractor and/or their subcontractor(s) had wage rate underpayment violations, type in the contractor company name(s), and for each, enter the total amount of straight-time wage underpayments for all employees during the project, total number of employees who had the straight-time underpayment restitution owed and paid to them, total amount of overtime underpayments for all employees during the project, total number of employees who had overtime restitution owed and paid to them, and the amount of liquidated damages calculated for and paid by the contractor for overtime underpayments. Contact the assigned DEHCR project representative for guidance on overtime underpayment violation liquidated damages and waivers.

If more than 4 entities had underpayments (among the prime contractor named in entry #5 and their subcontractor(s)), then add them below item (d). *[Tip: After making an entry in the first box of #19(d), keep the cursor in the entry field space and press the “Enter”/”Return” key on your computer keyboard or electronic device and an additional entry (e) line will appear. Continue to press the “Enter”/”Return” key to continue adding entry lines.]*

All underpayment violations must be resolved prior to the submission of the *Final Labor Standards Compliance Report*.

1. **Comments and/or Recommendations Regarding Underpayment Violations:** Type in comments and/or recommendations regarding the corrective action(s)/resolution(s) of the underpayments, as applicable. If no underpayment violations occurred, then enter, “None.” If underpayment violations occurred, then the comments should include information regarding the resolved violations. Examples may include confirming that any underpayment(s) was/were resolved, as required prior the submission of the *Final Labor Standards Compliance Report*; stating whether the violations were deemed intentional or unintentional; stating if liquidated damages were waived (and the date of waiver by DEHCR, if applicable); and stating if debarment of any contractor is recommended or has been formally submitted to a federal agency as a result of the violation(s).
2. **Labor Standards Officer Certification:** Type or print the Labor Standards Officer’s (LSO’s) full name, job title, and the signature date in the labeled fields. Sign the document in the LSO signature field. The designated LSO for the project is the person listed on the *Labor Standards Officer Designee* form that was submitted by the Grantee to DEHCR at the start of the project (or as amended later during the project, if applicable); or the Grant Administrator is deemed the designated LSO if no *Labor Standards Officer Designee* form was previously submitted to DEHCR. The designated LSO must sign this *Final Labor Standards Compliance Report* form. Electronic signature using a web-based signature software is allowed and preferred over other electronic signature methods. Alternatively, the LSO’s name may be typed into the signature line for entry #21, check the box provided to indicate the signature is electronic via email, and then submit an email with this report directly from the LSO, stating that the email serves as the LSO’s electronic signature for the *Final Labor Standards Compliance Report*. Also include the name of the Grantee/UGLG and prime contractor (for which the *Final Labor Standards Compliance Report* was completed) and the Grant Agreement number in the LSO electronic signature email.